

ARIZONA DEPARTMENT OF PUBLIC SAFETY

TYPING CERTIFICATE INSTRUCTIONS

A typing certificate must be submitted with your application. Criminal Records Specialist, Police Communications Dispatcher, and Public Safety Call-Taker require a typing speed of 40 net words per minute and Administrative Secretary requires 60 net words per minute. Typing certificates may be obtained at the following locations:

FLAGSTAFF AREA APPLICANTS

<u>LOCATION</u>	<u>PHONE</u>	<u>FEE</u>	<u>HOURS</u>
Performance Staffing 2724 E. Lakin, Suite 1 Flagstaff	(928) 526-6499	\$5.00	Please call for appointment

TUCSON AREA APPLICANTS

<u>LOCATION</u>	<u>PHONE</u>	<u>FEE</u>	<u>HOURS</u>
Pima County Comm. College Desert Vista Campus Center for Training & Development 5901 S Calle Santa Cruz 85709	520-206-5114	\$25.00 cash/check/charge	Mon-Thur 9 & 9:30 or 3 & 3:30 Please call for appointment

PHOENIX AREA APPLICANTS

<u>LOCATION</u>	<u>PHONE</u>	<u>FEE</u>	<u>HOURS</u>
Department of Economic Security 163 North Dobson Mesa 85201	(480) 962-7678	Free	Monday-Friday Call for appointment
9801 North 7th Street Phoenix 85020	(602) 861-0208	Free	Call for appointment
Maricopa County Skills Center Business and Technology Center 1245 E Buckeye Rd Phoenix 85034	(602) 238-4329	Free	Call for appointment
Maricopa Workforce Connections West Valley 1840 N 95 th Ave, Suite 160 Phoenix 85037	(602) 372-4200	Free	Call for appointment
East Valley 735 N Gilbert Rd, Suite 134 Gilbert 85234	(602) 372-9700	Free	Call for appointment

In addition to the above locations, vocational schools and community colleges might also be willing to provide certification of typing scores. Call institutions in your area to check on policies.

If you already have a typing certificate issued within the past twelve months from a recognized service or institution, you do not need to re-test. Just attach a copy of it to your application.

If you have any questions, or experience any problems with obtaining certification, please call Human Resources at (602) 223-2290.